

**Waynesboro Economic Development Authority  
Minutes of the Regular Meeting  
Friday, August 9, 2019  
Economic Development Office, 301 West Main Street  
Waynesboro, VA 22980**

**Members Present:** Mr. Perry Fridley  
Ms. Mary Sullivan  
Mr. Mark Snyder  
Mr. Tom Reider

**Members Absent:** Ms. Tami Radecke  
Mr. James Hyson  
Mr. George Reed

**Others Present:** Mr. Greg Hitchin- Director of Economic Development & Tourism  
Ms. Stephanie Duffy- Administrative Assistant  
Ms. Kira Johnson- Associate Planner

**Welcome:**

Mr. Fridley called the meeting to order at 8:20 a.m. and welcomed everyone.

**Approval of Minutes:**

There being no other changes to the minutes from the June 14, 2019 meeting, Mr. Reider made a motion to approve the minutes as written. The motion was seconded by Mr. Snyder and passed by unanimous vote.

**Financial Report:**

Mr. Hitchin reported on the financial accounts for July and August. There was one façade grant reimbursement in the amount of \$5,000 for Benny's in July in which the EDA is a pass through for city funds. For the August dashboard, Mr. Hitchin reported that the previous checks written for Timmons in March were voided and a new check was written as the grant funds from the state didn't come as quickly as anticipated. Voiding the March checks and reissuing a new check in August avoids carrying the checks over from fiscal year 2019 to fiscal year 2020. The check total for all three pending invoices from Timmons is \$155,000. Also in August, there was a payment to the Wayne Theatre Alliance in the amount of \$12,591.45 as reimbursement of their real estate taxes, per the performance agreement with the city and also a check for \$150 to Norm Shafer Photography for Grow Waynesboro marketing photos. The City will be reimbursing the EDA for the Wayne Theatre payment. Mr. Snyder made a motion to approve the financial dashboards as presented. The motion was seconded by Ms. Sullivan and passed by unanimous vote.

**Committee Reports**

- a) Audit- Mr. Hyson has reviewed and approved the financial reconciliations
- b) Handbook- no updates were provided
- c) Loan- There is one pending loan application that has been approved and the loan is scheduled to be closing later that afternoon. An annual summary of the revolving loan fund was given to the EDA

Board. To date, twelve businesses have been assisted with \$186,500 loaned. As of June 30, 2019, the EDA has a balance of \$54,000 available to loan.

- d) Nominating Committee- There were two candidates who submitted letters of interest to the clerk of council for the upcoming open seat on the EDA, Ms. Angie Bandy and Mr. Pete Brooks. Mr. Hitchin has spoken to both candidates and suggested Ms. Angie Bandy be recommended to City Council by the EDA due to her finance and banking background. After some discussion, Mr. Reider announced that he would like to resign and allow for both candidates to have an opportunity to serve on the board. The consensus of the board was to authorize Mr. Hitchin to write a letter to City Council, recommending Ms. Bandy be appointment to a new four year term and that Mr. Brooks be appointed to fill the unexpired term ending August 31, 2021. In addition, Ms. Sullivan would be recommended to reappointment for a second term.

**Monthly Updates**

- a) Downtown Redevelopment- Mr. Hitchin gave an update on the Grow Waynesboro 2018 program. He reported that the city has been in court a couple times to recoup grant funds awarded to Chubina Boo Boutique which never opened. The efforts to retain funds have been unsuccessful but there is a lien on the house owned by the grant winner. The City Cow has closed after being open for only three months. The EDA discussed the closing and came to a consensus, authorizing Mr. Hitchin to write a letter asking for 50% of the grant funds, as stipulated in the performance agreement.
- b) Tourism- Mr. Hitchin announced that a new staff member has been chosen. Jennifer Callison will be joining the Economic Development and Tourism department as the Tourism and Marketing Manager, starting August 19. Jennifer is a graduate of Virginia Tech with a BS in Applied Economic Management: Community Economic Development. In addition to her degree, her most recent experience was with the Shenandoah Valley Partnership. She will be responsible for the implementation of our tourism marketing strategy, including direct interaction with each of our partners. The new tourism website has launched, please check it out at visitwaynesboro.net. BOOST grants were awarded to six participants this year.
- c) Industrial Properties- There were no updates to the industrial properties.

**Other Business/Discussion**

**Correspondence and Communication of the Chairman**

- a) Next Meeting: September 13, 2019

There being no other business to discuss, Mr. Fridley made a motion to adjourn the meeting. Mr. Snyder seconded the motion and the meeting was adjourned at 8:39 a.m.

Respectfully submitted \_\_\_/\_\_\_/\_\_\_\_\_

Certified as approved \_\_\_/\_\_\_/\_\_\_\_\_

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Stephanie Duffy  
Recording Secretary

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Gregory E. Hitchin  
Secretary/Treasurer